

ISD News & Views

A NEWSLETTER DEDICATED TO INFORMATION TECHNOLOGY IN THE STATE OF MONTANA

No Spam Please

According to some estimates, there are 50 million Americans with Internet accounts. Nearly all of these have email service. It costs virtually nothing to send an email message through the Internet and there is currently no meaningful regulation of email.

One of the problems is referred to as Spam, unsolicited commercial email (UCE). You have probably received solicitations via email to purchase products or services. You didn't request the information, it just appears in your email in-tray. Spam has caused a new epidemic referred to as Polymailaphobia (the fear of receiving more than 15 email messages per day), and causes some users to waste many hours going through unwanted mail.

With little effort, a junk emailer can send a message to millions of recipients, turning that message into hundreds, even thousands of Megabytes of data. While it may cost a junk mailer a tiny amount to send the UCE, it costs individuals and their Internet Service

Providers countless millions of dollars in lost time, lost money, extra staff hours, damaged equipment, lost productivity, and lost business opportunities. Spammers commonly relay messages through well-known, trusted Internet servers so that when they are delivered to their final destinations, they appear to originate from a trusted host, and therefore, you think they are valid messages, until you read them. Spammers will also put misleading text in the subject line like "I'm sorry about yesterday" or "It's been a LONG time".

A popular way to confirm an Internet user's email address is to include a statement to be removed from the mailing list, and respond to the

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message with REMOVE in the subject line. This does not remove you from a list, but confirms that it is a legitimate email address and then the address gets sold to companies. Email addresses are worth \$0.06 each on the Internet and once you respond to one of these messages, your email address will get sold many times.

If you receive Spam, here are some suggestions:

- Never respond positively to Spam. For a Spammer, one "hit" among thousands of mailings is enough to justify the practice. Instead, if you want a product that is advertised in a Spam email, go to a Web site that also carries the product, inquire there, and tell them you do not approve of Spam methods and will not patronize a company that uses Spammers.
- Never mail-bomb Spam sites or engage in hacking to stop Spammers. This only increases the amount of wasted Internet traffic, creates sympathy for Spammers, and makes the Internet even less reliable than it already is.
- The best thing to do with Spam is to just delete the message. If you continue to receive solicitations from the same sender, please forward the message to Lynne Pizzini, the State's Network Security Officer. She will send a message to the sender asking them to stop the solicitations.
- With Outlook, you can filter your messages. To add or remove an email address from the list of unwanted email senders

Click Inbox

1. Click Organize
2. Click Junk Email
3. Click the Options link
4. To change the commercial emailers list, click Edit Junk Senders
5. To change the adult content senders list, click Edit Adult Content Senders

In the future, we will have software to filter out much of the junk email as it comes into the computer network. But for now, just delete it and do not respond to it. For more information regarding Spam, contact Lynne Pizzini, Network Security Officer at 444-4510, Outlook or email at lpizzini@state.mt.us.

SABHRS Reports and DocuAnalyzer Successes

"A single report will never meet every agency's needs" explains Cheryl Grey, Department of Labor and Industry Bureau Chief, currently on loan to SABHRS. But DocuAnalyzer, an end user reporting tool, helps agencies customize standard reports. The result?

- Customized information that can be recreated at set intervals.
- Shorter printed reports.
- A more efficient reporting environment

Here are some examples of how agencies are using DocuAnalyzer. We've highlighted examples that may be beneficial to multiple agencies.

Payroll Journal Reconciliation. With a 2,000 line payroll journal, Montana's Department of Transportation (MDT) payroll journal reconciliation could be a major task. Not for DocuAnalyzer and Alyce Fisher, MDT's Payroll Officer. Alyce pulls the payroll journal into DocuAnalyzer to view

Calendar of Events

January

Information Technology Managers Council (ITMC), 8:30-10:30 am Rm 111, Metcalf Bldg.

Information Technology Advisory Council (ITAC), 8:30-Noon, Rm 111, Metcalf Bldg.

SABHRS Governance Committee, 3:00 - 5:00 pm, Rm 160, Mitchell Bldg.

February

Information Technology Managers Council (ITMC), 8:30-10:30 am Rm 111, Metcalf Bldg.

SABHRS Governance Committee, 3:00 - 5:00 pm, Rm 160, Mitchell Bldg.

Information Technology Advisory Council (ITAC), Electronic Government Strategic Planning Conference, Cavanaugh's Colonial Hotel Best Western

expenditures by organization or account. "We frequently need to move expenditures from one account to another due to a new grant or a position change" says Alyce. "This tool allows me to view 25 lines at a time rather than two, and I can extract just the information I need." Alyce saves her template from pay period to pay period. Every agency has a payroll officer who could benefit from this tool according to Alyce.

against various grants is one thing. Monitoring payroll expenditures against these grants is quite another. Tony Etherington, DEQ's Software Support Specialist has created an environment to download the biweekly SABHRS position budget report into DocuAnalyzer and export that data into Excel. Ann Danzer, Finance Officer for DEQ, is a beneficiary of Tony's work. "We use PivotTables to summarize data that is used for budget projections.

Statewide Accounting, Budgeting,

SABHRS

and Human Resources System

Alyce's next project? MDT managers need to know the leave balances for their employees. Alyce plans to pull the Leave Accrual Report from Report Distribution System (RDS) into DocuAnalyzer and create an Excel spreadsheet. That spreadsheet, which will show vacation, sick, comp time and other leave information by employee, by pay location, will be posted to a share drive available to MDT managers. "I'll set it up to automatically run after each payroll," says Alyce. "And it won't be tough to do!" For more information, please contact Alyce at 444-6087.

Payroll Document Continued. With a 10,550 line payroll document, Sheri Vukasin, DPHHS budget officer, had the same challenges faced by Alyce. "Once the document got through budget checking, I needed to identify errors and necessary corrections." PeopleSoft only allows the user to view 100 lines at a time. Sheri downloaded the Journal Entry Detail Report into DocuAnalyzer, exported it to Excel, and applied filters so she could just view those lines with errors. "It made correcting budget checking errors much easier" notes Sheri.

Budget Projections. Department of Environmental Quality (DEQ) administers numerous federal grants that are spread among several different bureaus. Budgeting employees' time

It has made budget management a lot easier," notes Ann.

Tony's next project? "We're setting up a library of agency reports based on information we extract from SABHRS through DocuAnalyzer. It will be stored locally for quick access from Excel." For more information, please contact Tony at 444-7993 or Ann at 444-6755.

Open Item Report. With a 371 page open item report (and growing!), the last thing that Department of Labor and Industry (DLI) employees want to do is to print the report. The *Open Item Report*, (available via RDS), shows prepayments, accruals, advances, and receivables. It is a great candidate for DocuAnalyzer. Cheryl Grey has created several models to help process open items. These models will soon be available on the SABHRS web site and through ISD's Value Added Server. "The drill down and drill up capabilities of these models helps to quickly develop a more comprehensive view of your financial situation" according to Cheryl. For more information, please contact Cheryl at 444-7334.

Low Income Energy Assistance Program

Reconciliation. The LIEAP system and SABHRS requires a year-end reconciliation because of refunds and warrant cancellations. Carl McMahon,

administrative officer at DPHHS, uses DocuAnalyzer to pull information from both systems for this reconciliation task. "It's fast, easy, and simple," says Carl. "Virtually any report on RDS can be downloaded and analyzed." For more information, please contact Carl at 444-9358.

Other news items:

- HCT provides a SABHRS Reports class that includes instruction on DocuAnalyzer
- A statewide license makes DocuAnalyzer available at no additional charge.
- ISD's Production Services Section provides product support for DocuAnalyzer. In addition, four other employees who have used the product extensively have generously volunteered to assist their co-workers in using DocuAnalyzer through demos, on-site visits, and phone support. Thanks to Alyce Fisher (MDT—6087), Cheryl Grey (SABHRS/Labor—7334), Carl McMahon (DPHHS—9358), and Tony Etherington (DEQ—7993). ISD personnel assigned to support DocuAnalyzer are Jan Lewis (2901), Sylvia Slocum (2558), and Dave Smith (2857).

For more information about PeopleSoft or SABHRS, visit the SABHRS website at <http://www.state.mt.us/isd/sabhrs/index.htm>.

Notice! Notice! Notice!

ISD will be removing the **mt.gov** domain from the DNS servers on March 1, 2000. Please make sure all your Web sites and other services that use the **mt.gov** domain can be reached via the **state.mt.us** domain. For questions please contact Leo Rogge of the Telecommunications Operations Bureau at 444-4502, Outlook, or email at lrogge@state.mt.us.

Domain Name Changes

In March of 2000, ISD will close the door on the old **mt.gov** domain. One of the implications is that email addressed to user@mt.gov will no longer get to your mailbox. If you have subscribed to email lists, or listservers, you may find that in March you stop receiving messages posted to those lists. This will occur if you are subscribed to the list as user@mt.gov instead of user@state.mt.us.

We suggest that you update the subscriptions you want to maintain. To do this, you will need to unsubscribe your **mt.gov** address and subscribe your **state.mt.us** address. The specific process for each of these tasks will vary, depending on the way the listserver is set up. The first place to look for information is at the bottom of any message posted to the list. Often you will find information in the footer of the message that gives instructions for subscribing and unsubscribing.

You may also find a reference in the list messages to a web page that lets you subscribe or unsubscribe. This is one of the easiest ways to update your address information to the listserv.

If you have questions about this article, contact Hunter Coleman of End User System Support at 444-2858, Outlook or email at hcoleman@state.mt.us. If you are unable to subscribe or unsubscribe to a listserv please contact the ISD Customer Support Center at 444-2000 to ensure that you continue to receive the listserv messages after **mt.gov** goes away.

Notice!



SummitNet

ISD Releasing Three Request For Proposals (RFP)

RFP for Statewide Transport Services

On September 24th, ISD released the first RFP, 00-036B, to lease Statewide Transport Services. ISD is soliciting proposals from the telecommunications industry for the design, development, implementation and support of a statewide integrated voice, video, and data network. This network must be scalable to meet the present and future needs of the State. The RFP does not request a specific technology, but rather defined the bandwidth needs.

The network will consist of two components:

- A high-speed backbone connecting major state and university aggregation points in the state at Billings, Bozeman, Helena, and Missoula
- Remote office terminations to support over 400 offices throughout the state not located on the capitol complex.

voice, video and data networks onto a single thread. This would be accomplished through the use of fiber services. All four proposals include Frame Relay connectivity to the remote office terminations.

The evaluation team, made up of representatives from the University System, Department of Transportation, Department of Public Health and Human Services, and ISD, is currently in the process of evaluating the proposals. As a result of this process, ISD anticipates signing an initial 3-year contract by March 1, 2000 and expects to have the new services installed and operational by July 1, 2000.

RFP for Cisco Router and Switch Purchase, Installation and Maintenance

On November 23rd, ISD released a second RFP, 00-088B, for Cisco router and switch equipment purchase, installation and maintenance services. This RFP includes multiple maintenance options including 7x24x4 hour response, next day response, and repair and return. A maintenance menu was requested to reflect the different needs of the many users of this contract, including local government and K-12 school districts.

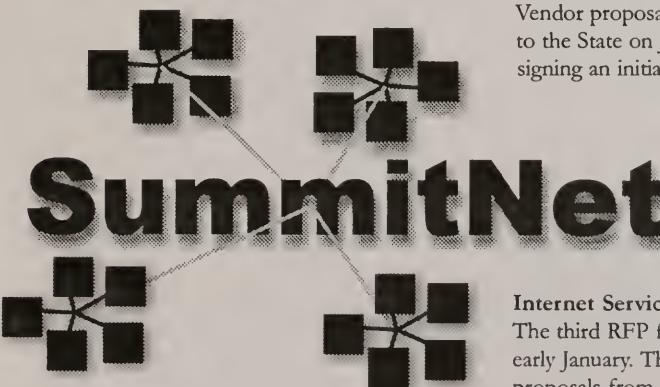
Vendor proposals in response to this RFP are due to the State on January 7, 2000. ISD also anticipates signing an initial 3-year contract by March 1, 2000

as a result of this RFP. The evaluation team includes members from multiple agencies, including the University System, Department of Public Health and Human Services and ISD.

Internet Services

The third RFP for Internet services will be released early January. This RFP will be looking for proposals from the vendor community for high-speed connections to support state and university Internet use, virtual private connection requirements, dial access and connectivity of other Internet Service Providers within the state.

For more information contact Linda Kirkland of the Policy, Development and Customer Relations Bureau at 444-1354, Outlook or email at lkirkland@state.mt.us.



A mandatory vendor's conference was held in Helena on November 8th, with 20 attendees representing 16 companies. The State received proposals on November 15th from AT&T, MAIN, MCI and USWest. Three of the four proposals include Asynchronous Transfer Mode (ATM) capabilities that would allow the State to consolidate

Virtual Tape System Update

As of January 1, 2000, all new tape processing has been migrated to the new Virtual Tape System (VTS). Tape volume serial numbers in the 600000 – 699999 number range are virtual volumes from the VTS.

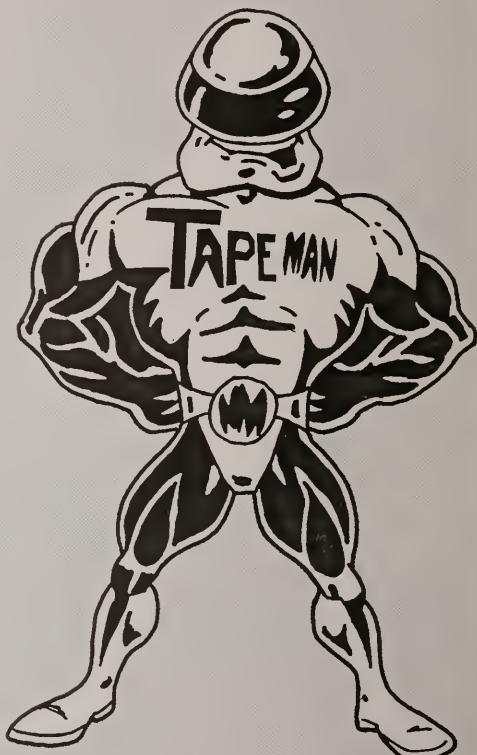
With the implementation of the VTS, several procedures that we have lived with over the years are no longer needed or take on different significance.

The importance of offsite vaulting changes with the VTS. Since tape volumes are virtual, they either reside on a disk cache device or are stacked on a Magstar cartridge, which can be read only by the VTS. Because of this, it would be very difficult to recover a specific volume from the VTS if the VTS were damaged, destroyed, or inaccessible due to a disaster. For this reason, it becomes more crucial to create offsite-vaulted copies of critical data to facilitate disaster recovery processing. To discuss vaulting requirements, call Sandi Freebury at 444-2829.

The practice of stacking files on a single volume is not as important as it once was. Since you are no longer creating physical volumes, file stacking will not save you physical media space. File stacking is still acceptable on the VTS but you may want to consider dropping the stacking logic if you wish to simplify your processing.

The use of the /*SETUP volser1,volser2, ... " statement is no longer needed. This statement was used to help operators prepare for an oncoming tape job. That function is no longer needed so the SETUP statement in your JCL will be ignored.

Watch future issues of *ISD News & Views* for more updates on the VTS. For more information please contact Bill Ramsay of the Computing Operations Bureau at 444-2902, Outlook or email at bramsay@state.mt.us or Craig Smith of the Computing Operations Bureau at 444-3458, Outlook or email at crsmith@state.mt.us.



ITMC December Meeting

The Information Technology Managers Council meets monthly to review technology issues affecting the State of Montana enterprise. The group met on December 1, 1999.

The Council was briefed on the following IT topics:

- SABHRS implementation
- NetWare 5 conversion
- PC term contract status
- Upcoming Disaster Recovery Drill
- Year 2000 status and rollover plan
- Work on the SummitNet Transport Services RFP
- Plans for developing different IT educational strategies geared toward policy makers, including legislators

Complete meeting minutes are available on the ISD web site at <http://www.state.mt.us/isd/groups/itms/index.htm>. For more information on the activities of ITMC, contact Wendy Wheeler of the Policy, Development and Customer Relations Bureau at 444-2856, Outlook or email at wwheeler@state.mt.us.



Oracle PL/SQL

Reading and Writing Text Files

When developing Oracle Forms and Reports, it may sometimes be necessary to read from and write to text files. Additionally, debugging PL/SQL triggers can be facilitated by the ability to log information from trigger processing to a text file. Oracle Developer/2000 has a built in package called TEXT_IO that has procedures for text file input and output.

The TEXT_IO package has procedures modeled on the C programming language standard file input and output function calls. Many of the procedures have the same names as their C language counterparts, and perform a similar function. The following procedures are included in the TEXT_IO Package:

TEXT_IO.FILETYPE	Data type used to declare a file handle
TEXT_IO.FOPEN	Opens the designated file
TEXT_IO.FCLOSE	Closes the designated file
TEXT_IO.GET_LINE	Reads the next line of data from the file
TEXT_IO.PUT	Writes data to the file
TEXT_IO.PUT_LINE	Writes data and a new line character to the file
TEXT_IO.NEW_LINE	Writes a new line character to the file

The following PL/SQL block demonstrates the use of these procedures by opening a text file and copying its contents to a new text file:

```

DECLARE
  ifh  TEXT_IO.FILE_TYPE;    — Input file handle
  ofh  TEXT_IO.FILE_TYPE;    — Output file handle
  inline varchar2(80);       — Input line

BEGIN
  — Open the files
  ifh := TEXT_IO.FOPEN('C:\testin.txt', 'r'); — Opens file as read only
  ofh := TEXT_IO.FOPEN('C:\testout.txt', 'w'); — Opens file for write
  — Read the input until no_data_found exception occurs
  BEGIN
    WHILE 1=1 LOOP
      TEXT_IO.GET_LINE(ifh, inline); — Read a line from input file
      TEXT_IO.PUT_LINE(ofh, inline); — Write that line to output file
    END LOOP;
  
```

EXCEPTION

```

WHEN NO_DATA_FOUND THEN
    null;
END;
— Close the files
TEXT_IO.FCLOSE(ifh);
TEXT_IO.FCLOSE(ofh);
END;
```

A detailed description of the TEXT_IO package can be found in the Developer/2000 online help or in the *Oracle Developer/2000 Procedure Builder 1.5 Developer's Guide* Manual. Additional information can be obtained by contacting Barry Fox at 444-5895, Outlook or email at bfox@state.mt.us, or Steven St. John at 444-2910, Outlook or email at sstjohn@state.mt.us., or Tom Rediske at 444-1593, Outlook or email at trediske@state.mt.us, or the Tony Noble at 444-2922, Outlook or email at tnable@state.mt.us.

Outlook 98

Rules Wizard

Is mail from just one person disappearing from your inbox? Are unopened items showing up in your deleted items without ever being in your inbox? Is anything unexpected happening to your mail? One place to check before calling your agency help desk or the ISD Customer Support Center is the Rules Wizard. End User System Support receives quite a few calls from employees who have set up a rule and either deleted the folder they designated to receive mail or forgot that they had set up a rule.

The Rules Wizard automatically processes both incoming and outgoing messages. You set conditions and indicate what actions you want performed on the messages that meet your conditions. You can access the Rules Wizard by choosing **Tools | Rules Wizard**.

The Rules Wizard consists of several screens where you enter information about the type of rule you want to create:

- incoming or outgoing messages
- what you want to look for
- what you want to happen to messages that fit the rule
- what types of messages should be handled as exceptions to the rule

At the top of each screen, check the boxes that you want to apply to the current rule. Then, in the bottom half of the window, click any underlined text to set the value for that part of the rule. If you want to affect messages with certain words in the text, you will see “**with specific words in the subject or body**”. After you go through all the screens, you can click the Finish button to save the rule.

If you have multiple rules, the order of the rules will affect how messages are handled.

If you have a rule set up to move mail to a specific folder and you delete the folder, the rule will still fire. You will need to go into the Rules Wizard and delete the rule.

Beware: The “**with specific words in the recipient's address**” and “**with specific words in the sender's address**” conditions apparently do not work for custom recipients.

Also, there is no way at present to make a printout of your rules. If you need a record of what you have set, you will need to write it down manually.

If you have any questions about this article, please contact Candy Kirby of End User System Support at 444-1542, Outlook or email at ckirby@state.mt.us. If you have any problem with this application, please use the software's Help features, contact your Agency support staff or call the ISD Customer Support Center at 444-2000.



Going Out In Style

The following tips are all about Styles in Word 97.

Choosing From Any Style In Word 97

When you click the arrow on the right-side of the Style list box in the Word 97 toolbar, you see only the styles that are used in your template (usually Normal.dot).

However, if you hold down the Shift key while you click that drop-down arrow, you'll get a list of all the available styles.

Repeating A Style In Word Documents

If you like using the same style when creating Word 97 documents, here is a tip that will allow you to repeat this style after pressing <Enter> to start a new line. Normally when you press <Enter> after a selected style, Word moves you to the Body Text style. You may, however, want to continue the previous style rather than move to the Body Text style. Here's how to do this.

You like using Heading 8 for all headings and want to use it again before switching to the Body Text style. Use Shift-Enter instead of Enter, then type the second line in your heading.

Then when you press Shift-Enter to move to a new paragraph (line), Word retains the style of the current line.

Deleting Word Styles

If you try to delete all the current styles in Word and start over with your own style names, you will find that you can't delete either the Normal or the Default Paragraph Font style.

To demonstrate this, run Word and choose **Format|Style**. When the Style dialog box opens, click Default Paragraph Font or Normal, and you will see that the delete button is inactive. You can't



delete a standard Word style. This includes Headings, as well as Normal and Default Paragraph Font.

You can't even modify Default Paragraph Font. However, you can modify Normal and Headings by clicking Modify to change the style.

For more information concerning this article, contact Heidi Mann of End User Systems Support at 444-2791 Outlook or e-mail at hmann@state.mt.us. If you have a problem with this application, please use the software's Help features, contact your Agency support staff or call the ISD Customer Support Center at 444-2000. Portions of these Microsoft Office Tips were made possible by *Tip World* at www.tipworld.com.

Macros

Converting WordPerfect Macros to Microsoft Word, Visual Basic for Applications

Converting Macros that Use Documents

Many macro tasks entail opening, closing, and saving documents. These tasks are readily duplicated in Visual Basic.

Opening a file is one of the most common tasks performed by a macro. In WordPerfect for DOS, documents are opened with a macro by duplicating the keystrokes for retrieve: press SHIFT+F10, type the file name, and press ENTER. In a macro, the commands may appear as:

{DISPLAY OFF}

{Retrieve} myfile.txt{Enter}

In WordPerfect for Windows, the **FileOpen** command is used to open a file. In a macro the command appears as:

FileOpen ("filename.wpd")

where *filename.wpd* is the name (and optionally, the path) of the document to open.

In the Word implementation of Visual Basic, the **Open** method is used to open an existing document. This method has many variations and uses, but the most common is

`Documents.Open FileName:="filename.doc"`
where *filename.doc* is the name (and optionally, the path) of the document to open.

Macros are also typically used to save a document once it has been edited, either by macro or by a user. In WordPerfect for DOS, a macro that saves a file contains the commands:

```
{Save}filename.ext{Enter}
```

(Note: WordPerfect warns you if the file already exists. If it does, the macro needs to supply the **Y** keystroke to answer Yes.)

In WordPerfect for Windows, the **FileSave** command is used for the same purpose:

```
FileSave () // Save an already named file
```

— or —

```
FileSave ("filename.wpd") // Name and save a file
```

The Word implementation of Visual Basic uses the **SaveAs** or **Save** method for saving a file, depending on whether the file has already been previously saved, and so already has a name. For example, to save the current document, giving it the name "Mydoc.doc," use:

```
ActiveDocument.SaveAs Filename:="Mydoc.doc"
```

If the document already exists, you can use the **Save** method instead. Assuming Mydoc.doc has already been saved at least once:

```
Documents("Mydoc.doc").Save
```

Both the DOS and Windows versions of WordPerfect automatically open a blank window for creating new documents. Word does not open a blank window in preparation for a new document; you must explicitly tell it to do so. Therefore, if you wish to create a document in a new blank window, you should always precede any document creation activity with an **Add** method. The following creates a new document, which can then be edited and saved, the same as any other Word document:

```
Documents.Add
```

Finally, in WordPerfect for DOS, a document is closed in a macro by replicating the Exit document keystrokes, which is **F7, n, n**. (The two **n**'s answer No; you don't wish to save the document — assuming you've previously saved it — and you

don't wish to exit the WordPerfect program.) In a macro, the keystrokes appear as:

```
{Exit}nn
```

In WordPerfect for Windows, the **Close** command is used in a macro to close a document. As with the WordPerfect for DOS example above, it is assumed the document has already been saved. In a macro the command appears as:

```
Close ()
```

The **Close** method is used in the Word implementation of Visual Basic to close a document. To close a document with Visual Basic, you provide a statement such as:

```
Documents("myfile.doc").Close
```

where *myfile.doc* is the file name. If the document has not yet been saved, Word reminds the user to save the file. To avoid this prompt, you can first save the document using the **Save** method, detailed above, or by adding the **SaveChanges** argument to the **Close** method, as shown here.

```
Documents("myfile.doc").Close
```

```
SaveChanges:=wdSaveChanges
```

If you have any questions about this article please contact Jerry Kozak of End User System Support at 444-2907, Outlook or email at jkozak@state.mt.us. If you have any problem with this application, please use the software's Help features, contact your Agency support staff or call the ISD Customer Support Center at 444-2000.



Visual Basic Tips - The Fastest Count

You probably know that you can count records in a recordset by using the RecordCount property. However, to do so, you must populate the entire recordset by executing the MoveLast method. If your recordset is large, this is inefficient and unnecessary, because the SQL Count function is faster. For instance, the procedure

```
Function GetCount()
Dim db As Database, strSQL As String, rst As
Recordset
Set db = CurrentDb
strSQL = "SELECT Count(*) FROM table3"
Set rst = db.OpenRecordset(strSQL)
Debug.Print rst(0)
End Function
```

is faster than

```
Function GetCount()
Dim db As Database, rst As Recordset
Set db = CurrentDb
Set rst = db.OpenRecordset("table",
dbOpenDynaset)
rst.MoveLast
Debug.Print rst.RecordCount
End Function
```

In a small database, you may not notice the difference. However, if you have thousands of records, you should definitely notice an improvement.

If you're tempted to replace the * character with a field name because you think referencing a specific field will be faster, don't. The Jet (Microsoft Office's database engine) has special optimization rules for the * character, and it actually runs faster than



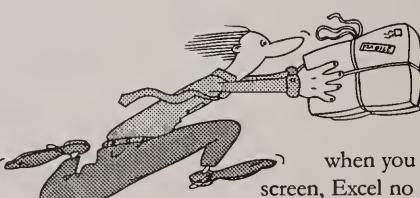
specifying a field name. Specify a field name in a SQL Count function only when you need a count of that particular field.

These tips are adapted from www.tipworld.com. Copyright © 1999 PC World Communications, Inc. All rights reserved. For more information about this article, contact Irvin Vavruska of End User System Support at 444-6870, Outlook, or email at ivavruska@state.mt.us. If you have any problem with this application, please use the software's Help features, contact your Agency support staff or call the ISD Customer Support Center at 444-2000.

Make a Splash with Your Staff

There's nothing more frustrating than wasting time. Sitting through Excel's opening splash screen isn't the best use of your time. After all, it's likely you remember what spreadsheet application you're using

- you don't need to be reminded. You can speed things up by disabling the splash screen. The one caveat is that

when you disable the splash screen, Excel no longer displays a blank workbook after the program starts.

To disable the splash screen, right-click the Windows Start button and select Explore. Then double-click the Programs folder in the right pane and locate the shortcut for Excel. Right-click on the shortcut icon and choose Properties. Next, click on the Shortcut tab. In the Target text box, place your insertion point after all of the path information. Enter a blank space followed by /e. Finally, click OK. From now on, you won't see the Excel splash screen when starting the application from the Start menu.

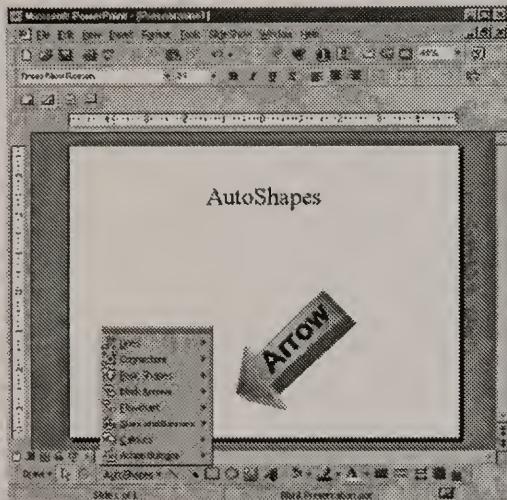
This article was taken from Software School, Inc. If you have any questions on this article please contact Carl Haller of End User System Support at 444-2072, Outlook, or e-mail at challer@state.mt.us. For questions on this application please contact your agency support staff, the software's Help Feature, or the ISD Customer Support Center at 444-2000.

PowerPoint Made Easy!

AutoShapes

There are many different autoshapes but the ones used most frequently are arrows. PowerPoint 97 and 98 have 28 different block arrows. These autoshapes are versatile and easy to edit.

Open a presentation in PowerPoint and create a new slide (title only). If you cannot see the Drawing menu at the bottom of your screen (see Figure 1), go to View | Toolbars | Drawing to display it. Click on AutoShapes | Block Arrows and select an arrow. Now click and drag it to size it. Use the Fill Color feature on the toolbar to change the fill color. Many other attributes including line color and style, drop shadow, and 3-D effects can be made to the autoshape. To add text simply begin typing when the autoshape is selected.



If you use the Text Tool on the Drawing toolbar to place text in the autoshape it will be seen as a separate piece of artwork. Using the method described in the previous paragraph ensures that the text stays with the autoshape. The autoshape can then be rotated or flipped and the text will stay oriented to read left to right. However when applying 3-D attributes to the autoshape, the text will not always correctly follow the changed shape's

new characteristics. You may have to insert a separate piece of text and edit it to match your arrow.

If you have any questions concerning this article, contact Trapper Badovinac of the Policy, Development and Customer Relations Bureau at 444-4917, Outlook, or email at tbadovinac@state.mt.us. For general PowerPoint 97 questions please contact your agency support staff, Office Assistant, or the ISD Customer Support Center at 444-2000.

Change Focus of Windows Explorer

Have you ever wanted Windows Explorer to open with its focus on your entire system (the same way it looks when you right-click My Computer and select Explore)? This is very simple:

Right-click the Explorer shortcut, select the Shortcut tab, and on the Target line, type EXACTLY:

`C:\Windows\Explorer.exe /n,/e,/root,,/select,C:\`

(Tip-in-a-tip: To apply this technique to the Explorer shortcut in your Start menu, right-click the Start button, select Open, and double-click Programs. Inside, you'll see a Windows Explorer shortcut. Right-click it, and so on, following the steps above.)

Portions of this article were obtained from *TipWorld* at www.tipworld.com. For more information about this article, contact Irvin Vavruska of End User Systems Support at 444-6870, Outlook email, or email at ivavruska@state.mt.us.

Microsoft TechNet

Microsoft TechNet is an impressive support system provided by Microsoft to its customers. It contains:

- **Complete Microsoft Knowledge Base**—Access the same technical support database developed and used by Microsoft support engineers.
- **All Microsoft Resource Kits**—Receive all the technical references and essential utilities to deploy and support key Microsoft products efficiently.
- **Technical Information**—Discover technical notes, tips and techniques, and product facts on products ranging from Windows® 2000 to Exchange Server 5.5 to Outlook® 98.
- **Microsoft Seminar Online CDs**—Attend online technical seminars on the hottest technical topics delivered by industry experts, right at your desktop.
- **Updated Service Packs**—Stay up-to-date on all the essential fixes, system administration tools, and drivers and patches to keep systems in tune.
- **Updated Drivers and Patches**—Get monthly updates of current drivers, code samples, utilities, templates, patches, and minor software updates.
- **Case Studies**—Select from more than 80 case studies to see how leading-edge companies have solved complex information management challenges.
- **Strategy White Papers**—Get in-depth analyses of fundamental Microsoft technologies and a foundation for deploying new systems.
- **Evaluation & Reviewer's Guides**—Follow these detailed guides to evaluate how Microsoft products can help you build successful solutions.

- **Training Materials**—Tap into these self-paced training resources to learn to deploy and support Microsoft products.
- **TCO Information**—Review articles, case studies, and presentations documenting how you can reduce IT ownership costs.
- **Year 2000 Information**—Access detailed information on the year 2000 compliance status of Microsoft products.

TechNet is available by subscribing to a monthly series of CDs from Microsoft, but ISD makes parts of TechNet available to anyone accessing ISD's Value Added Server (VAS) or using the WinFrame dialup service. If what you're looking for is not available on the VAS or through WinFrame, contact Stuart Fuller of the Telecommunications Operations Bureau at 444-7099, Outlook or email at sfuller@state.mt.us. TechNet content can also be accessed over the Web. All of TechNet is available at <http://technet.microsoft.com/cdonline/default.asp>.

Microsoft's TechNet folks like to point out that the online version is revved up with new content more frequently than the CDs can be. The only difference, according to the TechNet folks, is a less sophisticated search engine.



For more information about this article, contact Irvin Vavruska of End User System Support at 444-6870, Outlook, or email at ivavruska@state.mt.us. If you have any problem with this application, please use the software's

Help features, contact your Agency support staff or call the ISD Customer Support Center at 444-2000.

Windows Freebie – TreePrint

PC Magazine has made another free Windows utility available - TreePrint. Following is information based on the TreePrint readme file.

Remember the old DOS program Tree.com? It displayed the directory and file structure, and you could pipe the output to a file or printer. Tree.com was never updated to support long filenames, and it disappeared with Windows 95. TreePrint, is a replacement for Tree.com that you access from within Windows Explorer. Right-click on a folder or drive and use the TreePrint menu to print the directory tree or save it to a file, starting at that point. Options let you control the number of levels, the amount of indentation for each level, whether to include filenames, and whether the tree is sorted alphabetically.

TreePrint, Version 1.0 Copyright (c) 1999 Ziff-Davis, Inc. Written by Steve E. Sipe First Published in *PC Magazine*, US Edition, October 19, 1999, v18n18.

If you would like a copy of the TreePrint files they are available on the Value Added Server at \\guest\windows\win95\addons\TreePrint. If you do not have access to the Value Added Server contact Irv Vavruska of End User System Support at 444-6870, Outlook or email at ivavruska@state.mt.us.

Media Based Training (MBT)

MBT courses may be a great alternative to instructor led training. They are self-paced courses that are run off your office PC.

To find out what courses are available go to <http://www.state.mt.us/isd/current/training/mbt.htm> on the web.

To check out a course, contact Shawndelle Semans at 444-3820, Outlook or e-mail at ssemans@state.mt.us. If you have questions about the courses after viewing the web site, contact Trapper Badovinac of the Policy, Development and Customer Relations Bureau at 444-4917, Outlook or e-mail at tbadovinac@state.mt.us.

Computer Security Training for End Users

This is a two-hour seminar that covers the following:

- network security
- laws, rules, and policies
- login IDs and passwords
- viruses, hoaxes, and chain letters
- proper use of email and the Internet
- user responsibilities

This training is held the third Thursday of each month from 8:30-10:30am in room 13 of the Mitchell Building.

Date: Thursday, January 20, 1999

Time: 8:30-10:30 am

Location: Rm. 13, Mitchell Bldg.

For registration or more information, please contact Lois Lebahn (lebahn@state.mt.us) or Kim Ingwaldson (kingwaldson@state.mt.us) of ISD at 444-2700.



Fast Start in Business Systems Analysis

February 7-11, 2000

8:30 – 5:00

2550 Prospect Ave, room A

Cost: \$775 with 15 attendees; \$675 with 20 attendees

Master the techniques needed to:

- Learn how to diagnose management questions and present possible solutions from your findings
- Comprehend the “big picture” and the consequence of your decisions
- Learn to understand how systems thinking can really help management
- Collect, document, and organize information
- Identify and document symptoms through e-mails and interviews
- Avoid basic problems in designing forms and reports by carefully identifying and analyzing procedures
- Develop communication skills by delivering a stand-up presentation at the end of the workshop

This class is appropriate for business and program people, as well as technical staff.

Universal Systems Development

March 6-10, 2000

8:30 – 5:00

Cogswell Building, room 209

Cost: \$775 (discount if 20 or more attend)

Major topics include:

- Information Systems Development strategies
- An Effective Strategy for Analysis and Design
- The Concept and Use of Objects
- Analyzing and Modeling a Problem Domain
- Testing, Validating and Packaging the Analysis Results
- System Design
- Client/Server Development

- Object Oriented Development
- Interface Design
- Process Architecture

This 5-day class has been extremely well-received by State of Montana attendees.

More detailed course information is available on the ISD website at: <http://www.state.mt.us/isd/current/training/index.htm> To register, e-mail Lois Lebahn of Information Services via Outlook or at llebahn@state.mt.us. For other questions, contact Wendy Wheeler of the Policy, Development and Customer Relations Bureau at 444-2856, Outlook or e-mail at wwheeler@state.mt.us.

Training Calendar

Non Credit Workshops

Schedule assembled by the Helena College of Technology of the University of Montana. If you have any questions about enrollment, please call 406-444-6821. All classes are held at the Ray Bjork Campus, 1600 8th Avenue, Helena.

The Helena College of Technology will make reasonable accommodations for any disability that may interfere with a person's ability to participate in training. Persons needing an accommodation must notify the college no later than two weeks before the date of training to allow adequate time to make needed arrangements. To make your request known, call 444-6821.

To enroll in a class, you must send or deadhead a State Training Enrollment Application to

State Training Center, HCT

Helena, MT 59601

If you have questions about enrollment, please visit our web site at www.hct.umontana.edu, call 444-6821 or email to 'Helena College of UM' or lsuttorp@state.mt.us

Once you enroll in a class, the full fee will be charged UNLESS you cancel at least three business days before the first day of class. *HCT is also willing to schedule specific classes by request for state agencies*

State Training Calendar

	Prerequisites	Dates	Cost	Hours
Data Base Classes				
Intro to Oracle	Windows 95	Jan 25-26	200.00	14
Discoverer 3.0	Windows 95	Jan 28	100.00	7
SQL/PL-SQL	Intro to Oracle	Feb 1-3	300.00	21
Oracle Developer 2000	Intro to Oracle & SQL/PL-SQL	Feb 15-18 Feb 22-25 am	**400.00	28
Oracle Designer	Oracle Dev; SQL/PL-SQL recom	TBA	**536.95 apr	35
Access 97	Windows 95	Jan 20-21 Feb 28-29 Mar 22-23	200.00	14
Visual Basic for Access 97	Access 97	Mar 8-9	200.00	14
Data Network/Mainframe Classes				
Understanding Windows NT4.0- Install., Support, Tuning, Integration & Troubleshooting	N/A	Jan 11-13	850.00*	21
Microcomputer Classes				
Windows 95/98 Conversion	Familiar with Windows	Jan 11am	50.00	3.5
Windows 95/98	N/A	Feb 7	100.00	7
Outlook 98	Windows 95	Jan 18 am Feb 8 am Feb 23 pm Mar 10 am	FREE	3
Adv. Outlook 98	Outlook 98	TBA	43.00	3
Word 97 Conversion	Windows 95	Jan 11 pm Feb 16 pm	50.00	3.5
Intro to Word 97	Windows 95	Jan 12 Feb 10 Mar 7	100.00	7
Intermediate Word 97	Intro to Word 97	Jan 21 Feb 11 Mar 9	100.00	7
Macros for Word 97 (VBA)	Interim Word 97	TBA	200.00	14
Creating Forms in Word 97	New! Interim Word 97	Feb 14 pm	50.00	3.5
Excel 97 Conversion	Windows 95	Feb 16 am	50.00	3.5
Intro to Excel 97	Windows 95	Jan 20 Feb 15 Mar 20	100.00	7
Intermediate Excel 97	Intro to Excel 97	Jan 24 Feb 17 Mar 27	100.00	7

Advanced Excel 97	Interm. Excel 97	Feb 3 am	50.00	3.5
Macros for Excel 97 (VBA)	Interm Excel 97	Feb 21-22	200.00	14
Graphing in Excel 97	New! Inter. Excel 97	Feb 25 am	50.00	3.5
Internet	Windows 95	Jan 19 am	50.00	3.5
Building Web Pages (Front Page 2000)	Internet	Jan 31-Feb 1 Mar 22-23	200.00	14
PowerPoint	Windows 95	Mar 2-3	200.00	14
Microsoft Project 98	New! Windows 95	Jan 26-27, Mar 30-31	200.00	14

SABHRS (MTPRIME) Classes

		Dates	Cost	Hours
PS Query/Crystal Reports		Jan 12-13, Feb 9-10, Mar 2-3, Mar 15-16	200.00	14
SABHRS Reports		Jan 11 am, Feb 9 pm Feb 28 am, Mar 29 am	50.00	3.5
For Accounting & Payroll Technicians (PS Query, Doc Direct, Doc Analyzer, pivot tables and etc.)				
SABHRS Reports	New!	Jan 19 pm, Feb 11 am Feb 29 am, Mar 24 am	50.00	3.5
For Managers & Budget/Accounting Analysts (PS Query, Doc Direct, Doc Analyzer, pivot tables and etc.)				

Financial Modules

GL1: Basic Journal Entries	Jan 18, Feb 14	100.00	7
GL3: General Ledger Budget Management	Jan 21, Feb 17	100.00	7
Accounts Payable	Jan 11, Feb 8	100.00	7
Accounts Receivable	Jan 25, Feb 11	100.00	7
Asset Management	Jan 28, Feb 24	100.00	7
Purchasing	Jan 13, Feb 22	100.00	7

Human Resource Modules

Time & Labor	Jan 31	100.00	7
Managing Position & Employee Data	Feb 2	100.00	7
Training Administration	Jan 19 am, Feb 9 am	50.00	3.5
Applicant Hiring Process	New! Jan 12 am, Feb 18 pm	29.00	2

These classes are condensed refresher courses

Position & Employee Maint. Refresher	Jan 26	100.00	7
Time Entry Refresher	Jan 19 pm	50.00	3.5

Prerequisites may be met with consent of Instructor.

*High Estimate - Cost may vary depending on travel expenses & # of students

**The Outlook 98, Oracle Designer and Oracle Developer class fees are recovered through the monthly data network rate and paid for by ISD.

State Training Enrollment Application

Complete IN FULL and return AT LEAST ONE WEEK prior to the first day of class.

Course Data

Course Request _____

Date Offered _____

Student Data

Name _____

Soc. Sec. Number (for P/P/P) _____

Agency & Division _____

Mailing Address _____

Phone _____

How have you met the required prerequisites for this course? Explain, giving the class(s) taken, tutorial completed, and/or experience.

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Billing Information/Authorization Mandatory

LogonID _____ Agency# _____ Authorized Signature _____

If attending Oracle Developer or Designer training, your application must also be approved by the agency IT Manager.

IT Manager _____

Training is needed for

- Agency Oracle Developer
- Continuing education opportunity (Agency will be billed for training.)
- Agency contractor (Agency will be billed for training.)

Full class fee will be billed to registrant unless cancellation is made three business days before the start date of the class.

DeadHead completed form to

State Training Center, Helena College of Technology of the U of M
Phone 444-6800 FAX 444-6892

Editor's Notes



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This newsletter is dedicated to educating and informing with pertinent State technology news. Alternative accessible formats provided upon request to persons with disabilities.

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Available in Various Formats

- ISD Box #, Deadhead or Mail
- www.state.mt.us/isd/current/news/index.htm

To Submit an Article

Send the article to Trapper Badovinac, via e-mail. The deadline for inclusion in the following month's newsletter is the 1st Friday of the previous month.

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ISD Customer Support Center

For problems or opportunities call 444-2000.

<http://www.state.mt.us/isd/current/news>

Is Your Address Correct?

6127

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